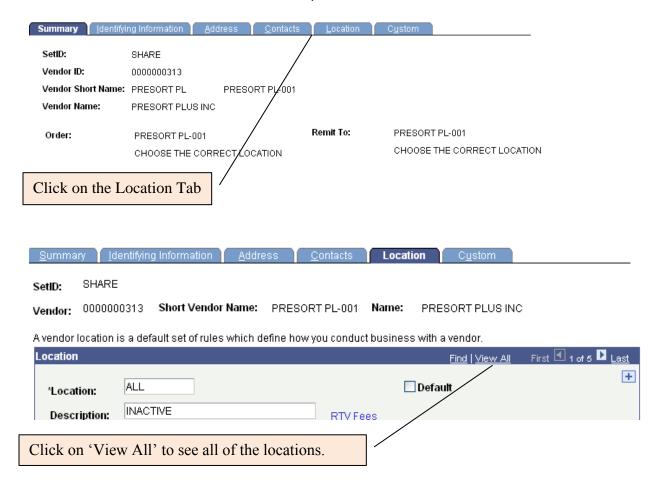
<u>Checklist Reference</u> – VMRII – VRO GUIDELINE – 1099 CHANGING THE DEFAULT IRS CLASS CODE

Navigation: Vendors>Vendor Setup/Maintenance>Vendor Information

| Enter SHARE in | the SetID bo | X. | | | | | | | |
|---|---------------------|---------|-------------------|----------|--------------|--|--|--|--|
| | | | | | | | | | |
| Find an Existing Value | <u>A</u> dd a New V | /alue | | | | | | | |
| Use Saved Search: SH | IARE 🕶 | | | | | | | | |
| SetID: | = 🕶 | SHARE | | Q | | | | | |
| Vendor ID: | begins with 💌 | | | | | | | | |
| Persistence: | = ~ | | | ~ | | | | | |
| Short Vendor Name: | begins with 💌 | | | Q | | | | | |
| Our Customer Number: | begins with 💌 | | | Q | | | | | |
| Name 1: | begins with 💌 | | | Q | | | | | |
| ☐ Include History ☐ | Correct History | Case | Sensitive | | | | | | |
| Search | | | e Search Criteria | Delete S | laved Search | | | | |
| Enter the appropriate Search criteria, which normally is a name. For more information on how to search for a vendor see | | | | | | | | | |
| Click Search to r | un the search | | | | | | | | |
| SetID: | = 🕶 | вн | ARE | Q | | | | | |
| Vendor ID: | | with 🕶 | | | | | | | |
| Persistend | | | egular | 70 | | | | | |
| Short Vend Our Custo | ner Number: begins | with v | |]Q]Q | | | | | |
| Name 1: | begins | | esort | Q | | | | | |
| Include | History Correct | History | Case Sensitive | | | | | | |

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Double click on the selected vendor to open the vendor's record.



Select the appropriate location.

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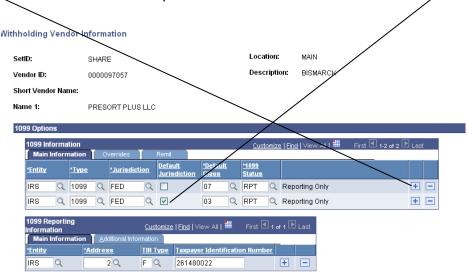
| *Location: | REMITT | | | ☐ Defa | ult | | + |
|-----------------|-----------------------|-----------------|-------------|--------|------------------------|--------|--------------|
| Description: | BISMARCK | | TV Fees | | | | |
| Details | | | | | <u>Find</u> View All | First | 1 of 1 Last |
| 'Effective Date | 02/06/2007 🔄 Active | | | | | | + |
| Options: | Payables Procurement | Sales/Use Tax | <u>1099</u> | | Ехра | nd All | Collapse All |
| ▶ Comments | , Mulliper 5 | | | | | | |
| ▶ Internet Add | iress | | | | | | |
| ▶ VAT | | | | | | | |
| Expand All | Collapse All | | | | | | |
| To enter th | e 1099 information cl | lick on the 109 | 99 link. | | | | |

The following screen will appear:



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To change the default IRS Class Code, find the row under 1099 Information that has the Default Jurisdiction checked. Then either add a row, if only one row exists, by clicking the plus button or if there are multiple rows select another row as the default.



The system will allow two default classes to be checked but only select one because it adversely affects voucher and 1099 reporting.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.

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